

## ATTACHMENT A

### Labor Department Information Collection Budget Burden Reduction Initiatives Status Report

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#### FY 2005 INFORMATION COLLECTION BUDGET

##### **FY 2005 Initiative 1:**

**Sub-agency:** Employment and Training Administration (ETA)

**Initiative Title:** ETA Management Information and Longitudinal Evaluation Reporting System (“EMILE”)

**Description:** ETA is implementing common performance measures to better account for the federal dollars invested in employment and training programs and to improve information available about program effectiveness. the common results that will be measured for adult programs will be employment, retention and earnings and for youth and lifelong learners they will be employment or education, attainment of a degree or certificate, and improvement in literacy and numeric skills. In addition, efficiency, calculated as cost per participant, will be measured. To facilitate performance reporting, EMILE will consolidate and streamline multiple Workforce Investment Act reporting requirements covered by approximately 10 separate information collection requests into one Office of Management and Budget (OMB) control number.

**Status:** Delayed.

OMB did not include this initiative in its final version of the Information Collection Budget because implementation of EMILE has been delayed for the following reasons:

- **Reconciliation of Public Comments:** ETA continues to reconcile the comments and will make appropriate changes to the proposal.
- **Feasibility Study:** In order to move forward with the proposal and to be sensitive to the concerns raised through the initial comment period, ETA is conducting a feasibility study that will examine the steps necessary and level of effort required for states to move to EMILE as proposed. The study will look at 3 states (California, Tennessee, and New York) and 2 local areas from each of these 3 states to assess the startup and ongoing costs of EMILE by determining the information system changes necessary to implement EMILE. Final results from this feasibility study are expected in January 2006.
- **Additional Public Comment:** There was an opportunity for the public to comment on EMILE during the 60-day comment period (July – Sept. 2004), and

there will be another opportunity for comment once we reconcile the comments received and assess the results of the feasibility study.

- **Common performance measures:** ETA is moving forward with implementation of the common performance measures for job training and employment programs beginning July 1, 2005. DOL is revising information collections and reporting requirements by program as appropriate.

## **FY 2005 Initiative 2:**

**Agency:** Occupational Safety and Health Administration (OSHA)

**Initiative Title:** OSHA Standards on Mechanical Power Presses

**Description:** OSHA is engaged in a long term project to update some of its standards that are based on adopted National Consensus Standards. One standard that will be reviewed under this project is the Standard on Mechanical Power Presses. OSHA adopted that standard in 1971 based on the 1971 revision of the American National Standards Institute (ANSI) voluntary consensus standard. OSHA has decided to update this standard to address concerns that the Mechanical Power Presses standard is out-of-date and could be made safer and less burdensome. The Mechanical Power Press standard requires employers to conduct inspections and prepare certification records of mechanical power presses. Modification to the frequency of inspection or removal of the certification records could significantly reduce burden hours on respondents.

**Status:** In progress.

In the November 24, 2004, edition of the **Federal Register**, OSHA announced its strategy for updating its standards that reference, or are based on, national consensus standards. On the same date, OSHA also published the first in a series of **Federal Register** documents to begin the update process. The first initiative was a direct final rule revoking five references to outdated consensus and industry standards. Because of significant adverse comment on the direct final rule, OSHA withdrew the direct final and is now using the more lengthy "notice and comment" rulemaking process to complete the rulemaking. Based on this experience and due to the large number of standards affected by the update project, it is not possible to state with specificity when the revision to the Mechanical Power Presses Standard will be proposed for revision. Our initial review of the Mechanical Power Presses Standard indicates that the changes involved to update it will require the use of "notice and comment" rulemaking, rather than the direct final rule process.

### **FY 2005 Initiative 3:**

**Sub-agency:** Occupational Safety and Health Administration (OSHA)

**Initiative Title:** Lead in Construction (610 Lookback Review)

**Description:** OSHA is undertaking a review of the Lead in Construction Standard in accordance with the Regulatory Flexibility Act and section 5 of Executive Order 12866. Among other considerations, the review will consider the continued need for the rule, potential reduction in regulatory burden. The Standard includes requirements for lead-exposure monitoring, establishing compliance programs, medical surveillance, and recordkeeping requirements. Burden could potentially be reduced by modifying or changing the frequency of these requirements. In addition, burden could also be achieved by streamlining certain requirements.

**Status:** In progress.

OSHA published a **Federal Register** notice on June 6, 2005, requesting public comments concerning OSHA's review of the Lead in Construction Standard (29 CFR 1926.62) by the end the third quarter FY 2005. The notice allows ninety days for public comment.

**Note:** This initiative was added after DOL's original Information Collection Budget (ICB) was submitted to the Office of Management and Budget (OMB). The initiative was not included in DOL's original submission because it was not determined to be an initiative at the time the ICR was originally due to OMB. However, once it was determined that this effort would be pursued as a burden reduction initiative, DOL/OSHA wanted to showcase it in the ICB.

### **FY 2004 INFORMATION COLLECTION BUDGET**

#### **FY 2004 Initiative 1:**

**Sub-agency:** Office of the Chief Information Officer

**Initiative Title:** E-Grants

**Description:** The Department's E-Grants initiative is an enterprise-wide response to the President Management Agenda for an electronic government by streamlining and automating the application and management process for Federal grant programs. Previously, DOL agencies used various processes, both automated and manual, to manage its grants programs. There was no central data repository or source to provide a unified understanding of department-wide grants activity or application processes.

**Status:**  
Implementation stage.

DOL's E-Grants is currently being implemented. E-Grants eliminates redundant or disparate data collection requirements and improves efficiency, simplifies the grant application procedures through standardized processes and data definitions, and improves services to constituents. Currently, DOL cannot quantify the actual burden hour savings associated with the implementation of E-Grants.

## **FY 2004 Initiative: 2**

**Sub-agency:** Mine Safety and Health Administration (MSHA)

**Initiative Title:** Single Source Coal Reporting (SSCR)

**Description:** Every coal producer in the United States must report their production activity and other information to multiple federal, state and tribal agencies. Currently, each agency collects data through separate processes and forms, requiring the coal producers to report very similar data multiple times to multiple agencies. SSCR is an initiative to streamline the coal reporting process by consolidating, automating, and simplifying the data reporting requirements of the multiple agencies. The SSCR solution will consolidate multiple agency reporting processes into a single process from the perspective of the filer. With SSCR, permittees, operators, and/or contractors (collectively, "Reporting Entities") will report all required information once, through a single process. SSCR will then distribute the information to the agencies that require it.

DOL's Mine Safety and Health Administration is an active participant in the Single Source Coal Reporting project aimed at reducing the burden for industry and expanding the use of electronic services for government compliance. The Single Source Coal Reporting e-Form test pilot was partially funded by the Small Business Administration's One-Stop Business Compliance Presidential Quicksilver Initiative. When fully implemented, industry will submit required data once, and the federal and state agencies will share that data.

**Status:** Ready to implement.

The pilot test was successfully completed in January 2003. The Department of Interior (DOI) has secured funding through the Office of Surface Mining for this project. In FY2004, a contractor gathered information from MSHA, DOI, private industry, and other agencies to define the requirements. The Office of Surface Mining now has the final requirements and is going to implement the program. The target date for completion is the end of FY 2005. Actual burden hour savings will be quantified after MSHA has experience with the new system.

## **FY 2003 INFORMATION COLLECTION BUDGET**

### **FY 2003 Initiative 1:**

**Sub-agency:** Bureau of Labor Statistics (BLS)

**Initiative Title:** Quarterly Census of Employment and Wages Program Multiple Worksite Report (MWR) and Report of Federal Employment and Wages (RFEW)

**Description:** BLS proposes an initiative for its Multiple Worksite Report and Report of Federal Employment and Wages (ES-202 Program). This initiative was originally scheduled as an FY 2002 burden reduction initiative but was rescheduled for FY 2003. The initiative proposes to reduce public burden by approximately 9,689 hours through offering an electronic reporting option.

**Status:** Complete.

Using the Electronic Data Interchange Center, more than 200 businesses and Federal agencies avoided filing 8,012 paper reports for the third quarter, 2004, or a projected 132,048 total paper reports for the year. This results in an annual burden hour reduction of approximately 11,751 hours for these firms.

### **FY 2003 Initiative 2:**

**Sub-agency:** Bureau of Labor Statistics (BLS)

**Initiative Title:** Current Employment Statistics (CES) Survey

**Description:** BLS reduced total respondent burden for the Current Employment Statistics Survey after completing a sample redesign project, by deleting sample reports that were no longer needed, and by instituting a sample rotation program. The CES had not had a regular program of sample rotation under the old sample design and many respondents were asked to remain in the survey indefinitely. Another feature of the CES that minimizes respondent burden is the use of multiple, mostly electronic collection methods. CES offers survey respondents a choice of Touchtone data Entry (TDE), Computer Assisted Telephone Interviewing (CATI), Electronic Data Interchange (EDI), Fax, or Internet reporting.

**Status:** Complete.

The CES sample redesign is complete and the burden reduction associated with canceling units no longer needed is permanent. CES continues to offer a variety of data collection methods, allowing respondents to choose the method least burdensome for them, and thereby minimizing overall respondent burden associated with this survey.

CES uses Touchtone Data Entry (TDE) for about one-third of its sample. This makes reporting easier for the respondent. In addition, CES provides reporting options using Computer Assisted Telephone Interviewing (CATI), Electronic Data Interchange (EDI), and fax. CES uses EDI to collect data from 87 large firms, representing 4.8 million employees and 87,000 establishment locations. EDI significantly reduces reporting burden for these large firms. CES has developed facsimile transmission forms to lessen reporting burden on large/mid-size multi-unit firms by allowing them to report information for all of their establishments on one form each month. In many instances, cross-State reporting also is consolidated. About 36,000 reports are received via fax each month. CES is continuing to research and pioneer data collection using the Internet. CES currently has about 1,600 firms reporting via the Internet. We expect that reporting via the Internet will grow considerably as more respondents gain Internet access and familiarity. Our Internet research efforts focus on testing technology that maximizes data security while minimizing respondent burden. In June 2003, CES completed its transition from a quota-based sample design to a probability sample design. This has reduced the total number of establishments being contacted and thus reduced respondent burden. CES currently collects data from approximately 271,000 reporting units representing approximately 400,000 individual worksites.

### **FY 2003 Initiative 3:**

**Sub-agency:** Occupational Safety and Health Administration (OSHA)

**Initiative Title:** Standards Improvement for General Industry, Marine Terminals, and Construction Standards (Phase II).

**Description:** OSHA proposed to reduce burden by 207,892 burden hours through updating numerous health standards. OSHA revised a number of health provisions in its standards for general industry, shipyard employment, and construction that are outdated, duplicative, unnecessary, or inconsistent.

**Status:** Complete.

The Agency published the final rule on January 5, 2005 (70 FR 1111). As a result of this rulemaking there was approximately a 210,000 hour reduction.

### **FY 2003 Initiative 4:**

**Sub-agency:** Occupational Safety and Health Administration

**Initiative Title:** Review of Certification Requirements.

**Description:** OSHA also proposed to reassess its numerous standards containing certification records which could result in a burden reduction of as much as 3.5 million

hours.

**Status:** In progress.

Many of OSHA's certification records requirements are included in standards that are based on National Consensus Standards (NCS). Many of these standards were adopted by the Agency pursuant to Section 6(a) of the Occupational Safety and Health Act. The original standards included recordkeeping requirements to document various activities such as safety inspections of equipment.

In the November 24, 2004, edition of the Federal Register, OSHA announced its strategy for updating all of its standards that reference or are based on national consensus standards. On the same date, OSHA also published the first in a series of **Federal Register** documents to begin the update process. The first initiative was a direct final rule revoking five references to extremely outdated consensus and industry. Because of adverse comment on the direct final rule, OSHA withdrew the direct final and is now using the more lengthy "notice and comment" rulemaking process to complete the rulemaking. Based on this experience and due to the large number of standards affected by the update project, it is not possible to state with specificity when standards containing certification records will be considered for updating in this process.

## **FY 2002 INFORMATION COLLECTION BUDGET**

### **FY 2002 Initiative 1:**

#### **Sub-agency: Bureau of Labor Statistics (BLS)**

**Initiative Title:** ES-202 Program: Multiple Worksite Report (MWR) and Report of Federal Employment and Wages (RFEW)

**Description:** The BLS provides several reporting options designed to reduce employer-reporting burden. Computer listings are accepted in lieu of the Multiple Worksite Report if this is more convenient for the employer. Magnetic media specifications have been developed so that the States can accept an electronic submittal of Multiple Worksite Report (MWR) data directly from an employer. In addition, the Bureau has established an Electronic Data Interchange (EDI) Collection Center in Chicago, Illinois, whereby employers who complete the Multiple Worksite Report for multi-State locations can submit employment and wages information on any electronic medium (tape, cartridge, diskette, computer-to-computer) directly to the data collection center. The data collection center then forwards these data to the respective State agencies. Approximately 145 businesses representing 3,017,542 employees and 78,792 locations now report to the EDI Center.

The EDI Center collects data from the Department of Defense (DOD), the National Finance Center (NFC), the Army's Non-Appropriated Funded (NAF) activities, the

Department of Transportation, and the Department of Interior that represents 1,307,400 employees at 23,732 locations. The U.S. Postal Service and the General Services Administration have submitted test tapes containing data for approximately 27,000 locations and covering nearly 1,030,000 employees. Other Federal agencies that may provide electronic submittals in the future include the Department of Health and Human Services, Department of Labor, and the Veterans Administration.

BLS staff has begun planning a MWR web collection system to assist small employers who file the MWR. A workgroup consisting of State ES-202 staff was established and a proposed system as developed and is under review. The BLS continues to work closely with several service bureaus that prepare employers' payroll and tax reports to request the submittal of the Multiple Worksite Report data in an electronic medium directly to the BLS as a new service for their clients. Likewise, the BLS has been working closely with payroll/tax software developers to include in their systems the capability for electronic submittal of the Multiple Worksite Report data directly to the BLS. To date, two service bureaus and seven payroll/tax software developers have designed their systems to include this feature. We expect one or two additional payroll service bureaus and one additional payroll/tax software developer to add the electronic reporting to their systems in the near future. This approach significantly increases the number of employers using an electronic medium to submit the data since employers will not need to invest its own staff resources in the development and set-up of the new procedures. Either the service bureau or the software developer provides this service. The firms reporting to the EDI Center electronically are all large firms.

**Status:** Delayed.

The BLS's plans to provide web-enabled reporting for ES-202 has been delayed until late CY 2006 or early CY 2007. Currently, web-enabled reporting for the ES-202 program is in the beta testing stage.

### **FY 2002 Initiative 2:**

**Sub-agency:** Employment Standards Administration (ESA)

**Initiative Title:** Automation of Labor Organization Annual Financial Reports, Forms LM-2/3/4.

**Description:** Titles II and III of the Labor-Management Reporting and Disclosure Act (LMRDA) requires the filing of various reports by labor organizations, union officers and employees, employers, labor relations consultants, and surety companies. These reporting requirements are implemented by the Office of Labor-Management Standards (OLMS). The electronic reporting initiative enhances the efficiency of agency information collection by permitting reporting entities to submit these reports electronically, resulting in timelier filing of reports and reports that are more accurate.

**Status:** Completed.



Information on actual burden hour savings will be available in FY 2006 when the information collection (OMB No. 1215-0188) is due for renewal under the PRA.

**FY 2002 Initiative 3:**

**Sub-agency:** Mine Safety and Health Administration (MSHA)

**Initiative Title:** Mine Operator Dust Data Cards; and Ventilation Plans, Tests and Examinations in Underground Coal Mines - 30, CFR Parts 70, 71 and 90

**Description:** MSHA planned to publish a final joint dust rule that would result in a reduction in burden hours of 40,690. MSHA planned to move dust sampling responsibilities from mine operators to MSHA which would result in reducing burden by 40,690 1and reducing cost to mines by approximately \$1,597,852.

**Status:** Delayed.

Due to a change in rulemaking strategy, MSHA's plan to streamline requirements under 30 CFR Parts 70, 71, and 90 has been indefinitely delayed; therefore, DOL removed this as a burden reduction initiative for FY 2002.